



2010

REQUEST FOR APPLICATIONS (RFA): MG-0423-10

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES INCOME MAINTENANCE ADMINISTRATION

FY 2010

MINI-SUBGRANTS TO SMALL NON-PROFIT COMMUNITY-BASED ORGANIZATIONS



The Department of Human Services, Income Maintenance Administration (DHS/IMA), invites the submission of Applications for Funding through the Temporary Assistance for Needy Families (TANF) Program under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Announcement Date:	March 8, 2010
RFA Release Date:	March 11, 2010
Pre-Application Conference Date:	April 2, 2010
Application Submission Deadline:	April 23, 2010 by 4:00 p.m., EST

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL



NOTICE

PRE-APPLICATION CONFERENCE

ATTENDANCE RECOMMENDED



WHEN:

Friday, April 2, 2010

WHERE:

***Department of Human Services
Income Maintenance Administration (IMA)
645 H Street, NE, 5th Floor Conference Room
Washington, DC 20002***

TIME:

1:00 p.m. – 3:00 p.m.

CONTACT PERSON:

***Marchelle White
(202) 698-3942***



Checklist for Applications
Mini-Subgrants to Small Non Profit Community-Based Organizations

- The applicant organization/entity has responded to all sections of the Request for Application.
- The Applicant Profile, found in Attachment A, contains all the information requested.
- The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- The application is submitted with two copies of the original receipts, included as Attachment D. Receipts should be attached to the outside of the envelope or package for DHS' approval upon receipt.
- The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- The applicant organization/entity can reference Definitions if any pertaining to this grant found in Attachment H of the RFA.
- The applicant has read and signed the Collaboration Commitment Form found in Attachment I of the RFA, and has submitted signed copies for all staff who will work on this project.
- Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Statement of Confidentiality, found in Attachment J of the RFA, for each collaborative partnership entered into.
- The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using 12 point-type with one-inch margins.
- The project narrative section is complete and is within the seven (7) page limit for this section of the RFA submission.
- The applicant is submitting six copies of the application: the required original and five (5) copies.
- The application format conforms to the guide listed in Section V- Application Format.
- The appropriate appendices, descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- The application is submitted to The Institute for Human Services Delivery no later than 4:00 p.m., EST on the deadline date of April 23, 2010.



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**Department of Human Services
Income Maintenance Administration (IMA)**

Request for Applications (RFA): MG-0423-10

Mini-Subgrants to Small Non-Profit Community-Based Organizations

SECTION I FUNDING OPPORTUNITY DESCRIPTION

Introduction

The Department of Human Services (DHS), Income Maintenance Administration (IMA) is the lead agency in the District of Columbia for the implementation of the Temporary Assistance for Needy Families (TANF) Program under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. No. 104-193). The purposes served by TANF include formation and maintenance of families, encouraging personal responsibility, promoting self-sufficiency through training and employment, and reducing the incidence of teen pregnancy. A variety of services, interventions, and service providers are necessary to achieve these goals.

In many cases, small community-based organizations directly supplement the services provided to children and their families. One of the advantages of these groups is their proximity to the customers they serve, thereby engendering trust among them which enhances the effectiveness of their interactions. There is a compelling need to facilitate the work of these groups that assist TANF customers and other low-income families and children.

The District has grant funds available for eligible organizations to provide community-based services. This funding is available under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 for the provision of services and activities which directly benefit TANF customers or low income families with children and household incomes of less than or equal to 200 percent of the federal poverty line.

Target Population

The target population for this grant is small community-based, or faith-based, non-profit organizations, which provide direct services to TANF customers or other low-income families and children. The applicant organization may operate in Wards one through eight in the District of Columbia. The applicant shall submit specific information on the services it provides, the direct benefit of the services to the customers served, and the number of clients it is capable of serving, within the service area.

Source of Grant Funding

The U.S. Department of Health and Human Services through its Temporary Assistance for Needy Families Program makes the funds available.



DC Agency Contact

Contact Person

For further information, please contact:

Marchelle White, Program Analyst
645 H Street, NE
Washington, DC 20002
Phone (202) 698-3942 FAX: (202) 724-2041
E-Mail Address: Marchelleh.white@dc.gov

Hours of RFA Pick-Up

Applicants can pick up the RFA from DHS/IMA, 645 H Street, NE, Washington, DC 20002 on Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m.

Internet

Applicants who obtained this RFA through the Internet shall provide the following information to Marchelle White via E-Mail (Marchelleh.white@dc.gov)

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- E-Mail address

This information shall be provided so that the applicant can receive updates, answers to questions posed by other applicants, and any other revisions, modifications, or relevant information as related to the submission of applications.

Pre-Application Conference

The Pre-Application Conference will be held on Friday, April 2, 2010 from 1:00 p.m. until 3:00 p.m., at the Income Maintenance Administration (IMA), 645 H Street, N.E., 5th Floor Conference Room, Washington, DC, 20002. Applicants interested in attending the Conference should RSVP to Marchelle White, DHS/IMA at (202) 698-3942 before Monday, March 29, 2010. **We encourage the applying organizations to attend the pre-application conference.**

Explanations to Prospective Applicants

Applicants are encouraged to mail, FAX, or E-Mail their questions to Ms. Marchelle White on or before Friday, April 9, 2010. Questions submitted after this deadline date may not receive responses. Please allow ample time for mail to be received prior to the deadline date.



SECTION II PROGRAM SCOPE

Overview

The District recognizes the contribution of small community and faith-based, non-profit organizations toward accomplishing TANF goals. The applicant shall describe the persons or populations to be served and the benefits of the service, activity or item(s) to be funded through the mini-grant.

Program Objectives

To achieve the program objectives, the organization may propose:

- An event(s) or other time-limited, structured, recreational or educational group activities;
- Enhancement of educational experience, including facilitation of basic skills development and/or attainment;
- Acquisition of supplies and equipment necessary for program operation; in accordance with OMB Circular A-87; and
- Repair of essential equipment for existing programs in accordance with OMB Circular A-87.

Applicant Responsibilities

The applicant is responsible for stating the immediate and direct impact of the services to be provided to low-income children, youth and families in relationship to one or more of the following TANF objectives:

- Formation and maintenance of families through activities that promote and enhance healthy communication and relationships between children and parents and facilitate family formation.
- Encouraging personal responsibility through development of problem solving skills, knowledge of community resource and the confidence to overcome barriers to employment.
- Promoting self-sufficiency through job skill development, literacy activities, job preparation and employment related activities; and
- Reducing and preventing the incidence of teen pregnancy through age appropriate recreational and/or educational activities for male and female children and youth.

The applicant is responsible for ensuring that the application contains specific information regarding the services and activities it will provide, the number of clients it is capable of serving



within the service area, and the direct benefit of the services and activities to the customers served.

The applicant is responsible for describing the population(s) to be served and the benefits of the service, activity, or item(s) to be funded through the mini-grant.

General Responsibilities

The following tasks must be included and defined as part of all model programs:

Outreach – Grantees will be responsible for targeted outreach activities in order to encourage the target population(s) selected to take advantage of the program(s) proposed by applicant.

Targeted Goals/Objectives – The applicant must provide details about their involvement in the neighborhood it wishes to serve and how based on that experience, it has derived the model proposed for funding. For example, a proposal might include definitive plans to provide services during nontraditional hours if it has been the experience of the organization that their particular neighborhood experiences the most crises during non-traditional work periods. There must be clearly defined outcomes that are measurable in terms of moving individuals into positive lifestyles such as number of individuals successfully completing educational training or drug counseling programs, etc.

Additional Grantee Requirements

- Participate in DHS-sponsored training programs with subject areas such as teambuilding, understanding and engaging families and at-risk youth, confidentiality, etc., that assist your staff and assures DHS that your staff is adequately trained to work with referred families and at-risk youth.
- Participate freely with the DHS monitoring team, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed.
- Be willing to provide data to DHS in a manner conducive with the data-base management system to be used by DHS for this initiative.
- Coordinate and maintain information to DHS and other referral organizations regarding unusual incidents and/or allegations of child abuse and neglect.
- Based on the need and population to be served, ensure DHS that culturally sensitive activities will be utilized and that culturally-trained staff will be part of the model proposed.



Confidentiality of Records

Information concerning referred families is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- TANF customer records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. TANF customer records may not be divulged to unauthorized persons.
- No person receiving information concerning a TANF customer shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both pursuant to the Prevention of Child Abuse and Neglect Act of 1977, as amended (D.C. Official Code §16-2363).
- All project staff, including volunteers, prior to engaging in work with TANF customers and their families, shall sign a confidentiality statement. The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the Community-based Partnership Initiative.

Language Access Act Of 2004

The Language Access Act of 2004 was enacted by Mayor Anthony A. Williams on April 21, 2004 (D.C. Law 15-167; D.C. Official Code § 2-1931 *et seq.*). The Act's purpose is to provide greater access and participation in public services, programs and activities for residents of the District of Columbia with limited or no-English proficiency (LEP/NEP).

The Act requires four things from District government programs, departments and services with major public contact. These four things include:

1. Assess the need for language services (Annual Baseline Assessment).
2. Provide written translation of vital documents into any non-English language spoken by an LEP/NEP population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.
3. Provide oral interpretation for limited/non English-proficient residents seeking services and/or referrals (DC Language Access Line or Other).
4. Provide cultural competency training opportunities for staff person occupying public-contact positions within the organization (DHS sponsored and/or supported)



Applicants must factor into their budget, proposed costs for language translation and interpretation costs. Applicants may use the DC Language Access Line (Tele-Interpretation Service) provided by DHS for DCFI clients.

Americans with Disabilities Act of 1990 (ADA)

During the performance of the grant, the Provider and any of its sub grantees shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

Reporting Requirements

Grantees should be prepared to report information to DHS in a manner conducive for this initiative. If appropriate and relevant to the activities funded, data collection items may include the following information:

Date(s) and time(s) of all attempted and completed communications with families;

- What, if any, barriers to participation and related solutions to overcoming those barriers were identified/discussed;
- Whether the customer was advised to contact his/her case worker (if applicable) or referred to other sources to explore/begin these actions and steps;
- What actions the customer indicated would be performed and the relevant timeframe;
- What actions, if any, were taken by the grantee to assist the client in resolving problems impacting their capacity to fully engage in activities to achieve self reliance;
- What, if any, circumstances exist that indicate ineligibility for ongoing assistance;
- Plans to ensure that follow-up activities with families and at-risk youth occur after the case has been terminated;
- Participate in evaluation studies;
- Other relevant information that DHS requests; and
- A monthly aggregate narrative/financial expenditure report.

Reporting may require details for each referred individual as well as aggregate reporting of semi-monthly accomplishments. The format for reporting will be prescribed by DHS and will be required to facilitate prompt review of grantee accomplishments in support of payment.



Security Certifications

The applicant must provide certifications herein that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contract(s) as permitted by applicable D.C. law. Except for professionals licensed in accordance with DC Official Code § 3-1201.01 *et seq.*, the grantee(s) unless said persons has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Any conviction or arrest identified in the background checks of the grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

Certifications and Assurances

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

SECTION III ELIGIBILITY INFORMATION

Applications are requested from small community-based, or faith-based, non-profit organizations with annual budgets of not more than \$150,000 located in the District of Columbia. **Faith-based organizations, such as churches, synagogues, mosques, or religiously based social service affiliates of such organizations are encouraged to apply.** Unincorporated groups may apply in collaboration with an incorporated non-profit organization to serve as its fiduciary. The applicant shall provide documentation of the collaboration.

SECTION IV AWARD INFORMATION

Award Period

The award period will not exceed 90 days from the date of award. The funds must be fully expended or obligated by the end of the 90-day period.

Grant Awards and Amounts

Multiple awards will be made to support the work of eligible organizations. The grants, in amounts of up to \$20,000, will be awarded to fund one or more services or activities offered by an applicant organization.

Limitations on Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFP and/or included in the applicant's submission as part of their model program.



SECTION V APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (See Attachment A)
- Table of Contents (Not counted in page total)
- Application Summary (Not to exceed 3 pages)
- Project Narrative (Not to exceed 7 pages)
- Program Budget and Budget Narrative (Not counted in page total, See Attachment G)
- Certifications and Assurances (Not counted in page total, See Attachments B and C)
- Appendices (Resumes, Organization Chart, Position Descriptions, not counted in page total)

The number of pages designated for each section is a recommendation and applicants should feel free to submit fewer or more pages than recommended for a particular section. However, the maximum number of pages for the total application **cannot exceed 10 double-spaced pages** (*the entire document must be double-spaced – including bullet items*) on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier font type recommended). All pages should be numbered. Applications not conforming to these requirements will not be evaluated by the review panel.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See **Attachment A**.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.



Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with serving families within the community in this capacity – if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

Program Budget and Budget Narrative

A standard budget form is provided in Attachment G. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

SALARIES AND WAGES: Show proposed salaries and wages for all project staff.

FRINGE BENEFITS: Include in proposed benefits comparable to those paid to the other members of the Applicant's staff. Show fringe rate.

TRAVEL: Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.

SUPPLIES: List proposed supplies and educational materials.

OTHER: Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities and telephone and maintenance services directly related to project activities. Include insurances, subscriptions and postage.
Indirect: Show calculation and indirect rate.



Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

List of Attachments

- Attachment AApplicant Profile
- Attachment BCertifications
- Attachment CAssurances
- Attachment DOriginal Receipt
- Attachment EWork Plan
- Attachment F.....Staffing Plan
- Attachment G.....Budget
- Attachment H.....Definitions
- Attachment I.....Collaboration Commitment Form
- Attachment JStatement of Confidentiality
- Attachment K.Map of Application Submission Location



SECTION VI AWARD ADMINISTRATION INFORMATION

Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFP must show proof of insurance prior to receiving funds.

Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352), no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving TANF funds.

Monitoring

With responsibility for monitoring and evaluating funded project, representatives of DHS/IMA will make periodic scheduled and unscheduled visits to project sites. During such visits, the Awardee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

Staff Requirements

- A. Sub-grantees receiving grant awards of at least \$100,000, and any of their sub-grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid a living wage of no less than \$11.75 an hour. This wage may be adjusted annually by the Department of Employment Services up to 3%. Adjustments in excess of 3% shall be approved by the Mayor.

Exemptions are provided as follows:

1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
2. For employees of non-profit organizations that do not employ more than 50 individuals.
3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.



4. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to this Act.

Upon site visits, Grantees must make available documents which demonstrate proof of exemption from the Act, or proof that staff members working on the program/project are being paid a living wage of at least \$11.75 per hour. In addition, Grantees shall make available examples of work performed by each employee that receives compensation directly from government assistance. Grantee shall demonstrate that each employee funded by the grant performs work regularly under the grant agreement.

- B. The Grantee shall employ and maintain documentation and assure that staffs possess adequate training and competence to perform the duties which they have been assigned.
- C. The Grantee shall maintain each affiliated employee's payroll records created and maintained in the regular course of business for a period of at least three years. Grantee shall maintain affiliated employee payroll records in excess of three years until the final decision of any challenge to the payment of wages under the act.
- D. The Grantee shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, description of duties and responsibilities, hours of work, salary rate and performance evaluation criteria. When hiring staff for this grant project, the Grantee shall obtain written documentation of work experience and personal references.
- E. The Grantee shall maintain an individual personnel file for each project staff member. The file will contain the application for employment, professional and personal references, applicable credentials/certifications, and records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and Grantee's action with respect to all allegations, and date and reason if terminated from employment. All of these personnel materials shall be made available to the Grant Administrator upon request.
- F. The Grantee shall provide orientation sessions for each staff member with respect to administrative procedures, program goals, and policies and practices to be adhered to under the Grant Agreement.
- G. The Grantee shall maintain a current organizational chart which displays organizational relationships and demonstrates who has responsibility for administrative oversight and supervision over each funded service activity.
- H. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS Grant Administrator.

Additional Provision

Religious organizations are eligible, on the same basis as any other organization to participate as long as their Federal TANF or State MOE funded services are provided consistent with the Establishment Clause and the Free Exercise Clause or the First Amendment to the United States Constitution, pursuant to 45 C.F.R. § 260.34(b)(1).



No Federal TANF or State MOE funds provided directly to participating organizations may be expended for inherently religious activities, such as worship, religious instruction, or proselytization. If an organization conducts such activities, it must offer them separately, in time or location, from the programs or services for which it receives direct Federal TANF or State MOE funds under this part, and participation must be voluntary for the beneficiaries of those programs or services. *See* 45 C.F.R. § 260.34(c).

A religious organization that participates in the TANF program will retain its independence from Federal, State, and local government and may continue to carry out its mission, including the definition, practice and expression of its religious beliefs, provided that it does not expend Federal TANF or State MOE funds that it receives directly to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide TANF-funded services without removing religious art, icons, scriptures, or other symbols. In addition, a Federal TANF or State MOE funded religious organization retains the authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis and include religious reference in its organization's mission statements and other governing document. *See* 45 C.F.R. § 260.34(d).

The participation of a religious organization in, or its receipt of funds from, a TANF program does not affect that organization's exemption provided under 42 U.S. 2000e-1 regarding employment practices. *See* 45 C.F.R. § 260.34(e)

A religious organization that receives Federal TANF or State MOE funds shall not, in providing program services or benefits, discriminate against a TANF applicant or recipient on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. *See* 45 C.F.R. § 260.34(f)

Religious organizations that receive Federal TANF and State MOE funds are subject to the same regulation as other non-governmental organizations to account, in accordance with generally accepted auditing/accounting principles, for the use of such funds. Religious organizations may keep Federal TANF and State MOE funds they receive for services segregated in a separate account from non-governmental funds. If religious organizations choose to segregate their funds in this manner, only the Federal TANF and State MOE funds are subject to audit by the government under the program. *See* 45 C.F.R. § 260.34(h).



SECTION VII

APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, applications must be received no later than **4:00 p.m. EST**, on **Friday, April 23, 2010**. All applications will be recorded upon receipt. Applications accepted after 4:00 p.m. EST, on Friday, April 23, 2010 will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

Number of Copies

A total of six (6) application submissions are to be submitted in a sealed envelope or package conspicuously marked "Application in Response to the FY 2010 Mini-Subgrants to Small Non-Profit Community-Based Organizations, Of the six (6) applications, one (1) must be an original. The Department will not forward the application to the review panel if the applicant fails to submit the required number of copies. Further, telephonic, telegraphic, or facsimile submissions **ARE NOT** accepted.

Location to Submit Application

Applications must be received at or before the deadline date and time at the following location
Reference to Attachment K:

**Institute for Human Service Delivery
University of the District of Columbia
4340 Connecticut Avenue, N.W.
Ground Level
Washington, DC 20008
Attention: Antonia H. Nowell, PhD/Yuping Li, Training Specialist
Phone: (202) 274-7106**

Applicants should allow at least one hour before the deadline time to clear security protocols.

Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services must be received on or before Friday, April 23, 2010 at 4:00 p.m. EST. Applications arriving via messenger/courier services after the posted deadline of Friday, April 23, 2010 at 4:00 p.m. EST. will not be considered for funding. Application packages must be delivered to and received by an Institute for Human Service Delivery staff member and not left at the security desk or other location by the courier service.



SECTION VIII

REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, health program planning, evaluation, and social services planning and implementation. The review panel will review, score and rank each applicant's application. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS/IMA shall make the final funding determinations.

Scoring Criteria

Applicants' submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A Theoretical and Technical Soundness of the Application (Total 40 Points)

1. The objectives of the proposed project are clearly defined, measurable and time-specific.
(15 Points)
2. The proposed activities and work plan will result in the accomplishment of project objectives, and are consistent with program requirements presented in the Program Scope.
(15 Points)
3. The proposed impact of the program on the target population is clearly delineated and justified and the application clearly describes the extent to which the proposed program will achieve the delineated TANF objectives. **(10 Points)**

Criterion B Organizational Eligibility and Capability (Total 50 Points)

1. The applicant demonstrates it is located in the District of Columbia and is an incorporated non-profit organization or has collaborated with an incorporated organization to act as its fiduciary. **(10 Points)**
2. The applicant demonstrates an established organizational structure and its capability to administer the proposed services or program through the submission of an organizational chart, a list of its board of directors and their resumes, marketing tools, etc. **(10 points)**
3. The applicant demonstrates the need for the grant funds as being pertinent to the development and successful implementation of a new program(s) or to the continuation of an existing program. **(10 points)**
4. The applicant demonstrates its ability to expend or obligate the grant funds in accordance with the project proposal and within the 90-day grant period, including, but not limited to any of the following ways: indication in the grant application as to the intent to earmark the funds



in the organization's current fiscal year budget for a specified and approved activity and expenditure; attachment of personnel position descriptions for hiring; provision of a copy of a classified advertisement for personnel to be hired; and inclusion of a contract overview or some other evidence of financial commitment for goods and services; evidence of and ability to implement the activity or service funded. **(10 points)**

5. The applicant demonstrates that its annual budget does not exceed \$150,000 through the submission of audited financial statements and/or annual budget documents. **(5 points)**
6. Applicant demonstrates the knowledge and relevant experience with the population and geographic area to be served. **(5 points)**

Criterion C Sound Fiscal Management and Reasonable Budget (Total 10 Points)

1. The applicant submitted a budget narrative that fully explains the intended use of the grant funds. **(5 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives. **(5 points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services, Income Maintenance Administration (DHS/IMA) that ultimately makes the final award decisions. After reviewing the recommendations of the review panel and any other information considered relevant, DHS/IMA shall decide which applicants will receive awards and how much they will be funded.

ATTACHMENTS



ATTACHMENT A

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE ADMINISTRATION (IMA)**

**MINI-SUBGRANTS TO SMALL NON-PROFIT
COMMUNITY-BASED ORGANIZATIONS
(RFA): MG-0423-10**

Applicant Profile

Organization Name: _____

TYPE OF ORGANIZATION

Non-Profit Organization _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

Email Address: _____

Program Description: _____

WARDS: _____

BUDGET:

Total Funds Requested:

\$ _____

TAX ID #: _____

W9 ATTACHED: _____

DUNN's #: _____

Attachment B



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 83, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;**
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;**
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.**

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented pursuant to 28 C.F.R. § 83.670, for prospective participants in primary covered transactions:

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690) and implemented in accordance with 28 C.F.R. Part 83:

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
 - (b) Establishing an on-going drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The applicant's policy of maintaining a drug-free workplace;**

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e). and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)



As required by the Drug-Free Workplace Act of 1988, as amended (Pub. L. No. 100-690) and implemented in accordance with 28 C.F.R. Part 83:

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Attachment C

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, as amended (Pub. L. No. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 U.S.C. 1501, *et seq.*).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the
9. Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
10. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended (Pub. L. No. 93-234; 42 U.S.C. § 4002). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

11. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (Pub. L. No. 89-665; 16 U.S.C. § 470 *et seq.*), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966, as amended (Pub. L. No. 93-291; 16 U.S.C. 569a-1 *et seq.*). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. § 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18 and Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act, as amended; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990), as amended (42 U.S.C. § 12181 - 12189); Title IX of the Education Amendments of 1972, as amended; and the Age Discrimination Act of 1975, as amended (45 C.F.R. § 91).
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act, as amended (Pub. L. No. 97-348; 16 U.S.C. § 3501 *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature & Title

Date

Attachment D

ORIGINAL RECEIPT

**Institute for Human Service Delivery
University of the District of Columbia
4340 Connecticut Avenue, NW. Ground Level
Washington, DC 20008
Attention: Antonia H. Nowell, Ph D/Yuping Li, Training Specialist
Phone: (202) 274-7106**

**Mini-Subgrants to Small Non-Profit Community-Based Organizations
RFA: MG-0423-10**

**THE INSTITUTE FOR HUMAN SERVICE DELIVERY IS IN RECEIPT OF AN
APPLICATION FROM:**

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/Fax)

(Program Area)

(Amount Requested)

**THE INSTITUTE FOR HUMAN SERVICES DELIVERY USE ONLY
Please Indicate Time: _____**

1 ORIGINAL APPLICATION and _____ COPIES.

RECEIVED ON THIS DATE / /2010

Received

By: _____

**APPLICATIONS RECEIVED AFTER 4:00 PM EST
WILL NOT BE FORWARDED TO THE REVIEW PANEL**



ATTACHMENT E

WORK PLAN

Agency	Submission Date
Ward	Project Manager
Budget \$	Telephone #
Measurable Objectives/Activities	
1. Objective:	
Activities:	
2. Objective:	
Activities:	

Please make copies if necessary.

MAY BE SINGLE-SPACED



Attachment F

Staffing Plan

Name	Position Title	Filled/ Vacant	Annual Salary	% of Effort	Start Date

Director's Signature: _____

Date: _____

Mini-Subgrants to Small Non Profit Community-Based Organizations

RFA: **MG-0423-10**

Attachment G



2010

Budget

Agency:		Date of Submission:	
Service Area:		Project Manager:	
Budget:		Telephone Number	
CATEGORY	ADMINISTRATION	PROGRAM SERVICES	TOTAL
Salaries and Wages			
Fringe Benefits			
Consultants/Experts			
Occupancy			
Travels and Transportation			
Supplies & Minor Equipment			
Capital Equipment & Outlays			
Client Costs			
Communications			
Other Direct Cost			
TOTAL			



Attachment H

DEFINITIONS

None

ATTACHMENT I

**District of Columbia
Department of Human Services
Income Maintenance Administration (IMA)**

Mini-Subgrants to Small Non-Profit Community-Based Organizations

Request for Applications (RFA): MG-0423-10

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name: _____

Address: _____

Telephone & Fax Number: _____

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): _____

Signature(s) _____ Tel: _____

Date: _____

MAY BE SINGLE-SPACED

Attachment J

GOVERNMENT OF THE DISTRICT OF COLUMBIA

STATEMENT OF CONFIDENTIALITY

I, _____ hereby affirm that I will hold confidential any information gathered or disclosed to me as a project staff member/volunteer in accordance with the Prevention of Child Abuse and Neglect Act of 1977, as amended (D.C. Official Code § 16-2363). I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Official Code § 16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Official Code § 16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

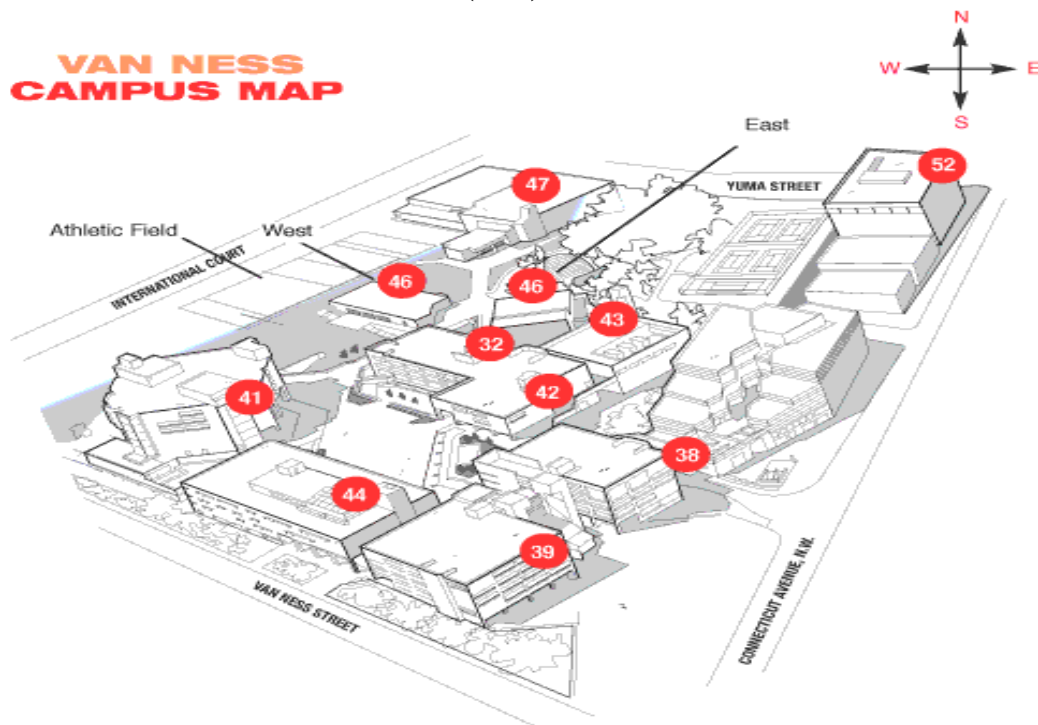
Signature/Title

Date

Name of Organization

ATTACHMENT K

**Institute for Human Service Delivery
University of the District of Columbia
4340 Connecticut Avenue, NW, Ground Level
Washington, D.C. 20008
Attention: Antonia H. Nowell, Ph.D./Yuping Li, Training Specialist
Phone: (202) 274-7106**



CONNECTICUT AVENUE, NW & YUMA

Deadline: Friday, April 23, 2010 at 4:00 p.m, EST.